

International Travel:

Frequently Asked Questions

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General Procedure

1. Do I have to file paperwork for my international business travel?

Yes, travelers must file paperwork for all international business travel.

2. Who must file international travel paperwork?

- All Faculty, Staff, and non-study abroad Students who are receiving University funds;
- All Faculty, Staff, and non-study abroad Students traveling internationally on University business without University funds (examples: attending a conference and all costs covered by the conference organizers, teaching on a study abroad program, research funded by a third party);
- All Students traveling abroad for non-study abroad purposes sponsored by academic programs/departments. See # 3 below for clarification.

3. Do students who are studying abroad also need to file the Provost international travel paperwork?

No, students who are studying abroad will file other paperwork. Study abroad is defined as a student getting credit on an exchange, direct enrollment at a foreign institution, a third-party program, or a faculty-led program. Students should contact edabroad@louisville.edu with questions.

If a student is traveling on a faculty-led group trip, they complete paperwork with their faculty lead and do not need to contact the study abroad service account.

4. What will happen if I do not file the Provost forms before departure?

Most importantly, it is university policy for all travelers to file international travel forms. Additionally, if an emergency situation were to arise, the traveler may not be covered by worker's compensation or the university's liability insurance. In the case of students, they may not have the necessary international travel insurance. Lastly, the traveler will not receive Provost approval and may not be reimbursed for expenses.

5. Why do I need to file international travel forms?

The Provost International Travel Forms are critical to the University's risk management program and will allow the University to communicate with faculty, staff, and students in the event of an emergency.

6. I am a faculty/ staff member. Once I have filled out the paperwork, what do I do with it?

Once the forms have been signed by the traveler's Department Chair and Dean (or comparable supervisors), the traveler and/or their department contact will attach the paperwork to a Travel Authorization in the **T&E module on PeopleSoft**. **This step is obligatory**, so that the Controller's Office can keep track of who is approved to travel and is eligible for reimbursement. Contact [Debbie Saylor](#) in the Controller's Office with questions.

7. How do I know if my paperwork has been received and approved?

i. Pre-approval

- a. Faculty/ staff: once paperwork is received by the Office of Study Abroad and International Travel (OSAIT) **via the T&E module on PeopleSoft**, we will send out an email from fasit@louisville.edu *pre-approving* the traveler to purchase airfare and lodging.
- b. Students: once the paperwork has been received through the fasit@louisville.edu account, we will send out an email *pre-approving* the traveler to purchase airfare and lodging.

ii. Full approval

For all travelers, when all information is received in the OSAIT, we will send out the full Provost approval email and the Provost designee will sign off on the paperwork.

8. Why is the international travel process split into the pre-approval and full approval two-step process?

Certain countries require additional steps and/or permissions due to governmental warnings or sanctions (See # 9 below). In the past, travelers purchased airfare and made lodging arrangements before receiving approval and had their requests denied.

9. Why does travel to certain countries require additional steps?

Travel to countries on the US Department of State's (DOS) [Travel Warning list](#), the Department of Treasury's [Sanctions list](#), and the CDC's [Level 2 & 3 Travel Alert list](#) require additional steps for health, safety, and legal reasons. The additional steps are outlined in this [flowchart](#).

10. What about countries that are under a travel alert from the DOS or are on the CDC Level 1 list?

There are no additional steps for countries under a travel alert only or are on the CDC Level 1 list.

11. Where can I find the Provost forms?

<http://louisville.edu/provost/travel>

12. Where can I find instructions on the international travel forms?

<http://louisville.edu/studyabroad/office-files/FacStaffflowchart.pdf>

13. Where can I find instructions and forms for faculty-led group trips?

<http://louisville.edu/studyabroad/resources/group-trips>

14. Where can I find instructions for students traveling for non-study abroad purposes?

- a. [Belknap Campus](#)
- b. [Health Science Campus](#)

15. Who needs to file a passport copy with their paperwork and do you keep copies on file?

Every traveler should carry a copy of their passport with them (in a separate location from their passport!) and leave a copy with a US emergency contact in case their passport gets lost or stolen. Guidelines on appropriate passport copies can be found on the [group trip page](#).

Active May 15, 2015, the OSAIT only requires passport copies for all student travelers. Faculty and staff are NOT required to submit a copy of their passport. Since passports are sensitive, confidential documents, the copies are shredded once the travelers return.

16. Do I need to file international travel forms for Puerto Rico?

No. Travelers going to a U.S. Territory (Puerto Rico, Guam, US Virgin Islands, American Samoa, Northern Mariana Islands) should follow domestic travel procedures.

17. Do I need to file international travel forms for Canada?

Yes. Since Canada now requires a passport or passport card for all U.S. citizens to enter the country, the forms are also required.

18. Are there additional steps needed for travel to Mexico?

The [Mexico Travel Warning](#) is divided by state. When a Mexican state is listed as “no advisory is in effect,” no additional documentation is required.

19. I just found out that I will be traveling and I’m not within the 20 day limit. What should I do?

We are flexible! Email fasit@louisville.edu or call 852-0374 and we will do what we can to work with you.

Forms

1. Who should I list as my department contact on the Request for Authorization for Out of Country Travel form?

You should list the person in your department who will help you navigate through the reimbursement process. This person will be copied on all pre-approval and approval messages. Do NOT list yourself.

2. Some of the items on the Release and Assumption of Risk form do not apply to me. Why is this?

The Student and Faculty & Staff Release and Assumption of Risk forms were combined so that we could have one form for all travelers and to include community members. By checking the appropriate box at the top of the form, **you are only agreeing to the conditions that pertain to your role.**

3. Can I cross out, add comments, or edit the forms?

These forms are written in conjunction with and vetted through other offices on campus, such as the Controller’s Office, Legal, and Export Control. Please [contact us](#) if you have questions or think something in a form may not apply to you. If you make any changes to a form, it will delay the processing of your request.

4. What do I put on the “School/Department” line on the Release and Assumption of Risk form?

Travelers should indicate their department name or unit they belong to (School of Medicine, Office of the Provost, etc.)

5. What should I put on the “Program Name” line on the Release and Assumption of Risk form?

Travelers should either put the name of the activity they are participating in abroad or their general purpose (research, teaching, conference name, etc.)

6. Do you keep any forms on file?

We keep the Emergency Information sheet on file. You only have to file it once unless your emergency contact information changes.

7. On the Emergency Information sheet, who should I list as my department emergency contacts?

The first person you should list is your department chair or your supervisor if you do not have a department chair. The second can be a colleague. In many cases, travelers will list the same person their department contact from their Request for Authorization of Out of Country Travel Form.

8. Who should I list as my personal emergency contacts?

Please list someone you would be comfortable with us contacting in case of emergency who will be in the US during your trip. Please do not list someone who is traveling with you.

9. What should I do if my trip includes personal time?

On the Request for Authorization of Out-of-Country Travel form, list the dates of your personal time in the box that asks for this information. We will not need to keep any flight or lodging information on file for personal travel.

If your trip is a multi-destination trip, you do not need to include the locations of personal travel in the “destination” box. (However, if your return flights departs from a different country than you have marked on your form, we may ask you to verify that you are there on personal time).

10. What kind of information are you looking for when you ask for flight and lodging information?

- All dates, flight numbers, and airports of business-related travel. This includes your transatlantic and transpacific flights. We do not need the cost of the flight.
- If you are staying in a hotel, the name of the hotel, and, when possible, an address and telephone number for the hotel.
- If you are staying in another sort of lodging (family member's home, university dorms, etc): The address and phone number of the lodging.

11. Why do you need my lodging information?

In case of emergency, it is important for us to have a physical address on file. In addition, we need a secondary method of contacting you. We will always email first.

Insurance

1. I have medical insurance through the University. Why should I purchase iNext?

The [travel insurance offered through MetLife](#) is minimal and must be arranged through AXA. It includes emergency medical insurance but not political or natural disaster evacuation or repatriation of remains. It is only valid for 120 days; for longer trips such as sabbaticals, coverage would cease after this period.

2. What does iNext cover?

i. **Basic plan:**

- a. some basic medical costs (including mental health coverage)
- b. emergency medical repatriation and emergency repatriation
- c. repatriation of remains
- d. bedside reunion
- e. death and dismemberment

ii. **Premium Plan with Security Evacuation:**

- a. Basic plan plus lost luggage reimbursement
- b. Political and natural disaster evacuation

iii. **Notes:**

- a. Higher level plans are available. See [iNext's webpage](#) for a detailed list of what all plans cover.
- b. These are all annual plans. Special pricing can be negotiated for coverage for a minimum of 10 days.
- c. Most of the coverage is out-of-pocket-reimbursable. Please read details carefully.
- d. Travelers affiliated with the University can receive a membership discount through the OSAIT. The membership price is only available at the International Center.

3. Where/How can I purchase iNext?

- [Online](#), but you will not receive the membership discount.
- In the International Center. We accept [Cardinal Cash](#) only.
- If your department is able, they can send payment via Intra-University Transfer (IUT), and the International Center can process your iNext.

4. How is iNext processed?

If you purchase iNext through the OSAIT, Melissa uploads your information directly to iNext's database, and they send you an email. Please allow 5-10 business days for this process.

5. Who is required to purchase iNext?

Every student traveling abroad, for non-credit as well as credit, is required to purchase iNext insurance. It is highly recommended for faculty, staff, community members, and residents and fellows.

Group Trips

The OSAIT along with other International Offices on campus are currently drafting a manual for faculty-led group trips. When it is available, this document will be updated to include an active link to the manual. In the meantime, if you are interested in setting up a new group trip, please [contact us](#).

1. What are some responsibilities of the faculty lead?

i. Before departure:

- a. Check to be sure that the country where you are traveling is not on the [Travel Warning list](#), the [CDC Level 2 & 3 Travel Alert list](#), or the [Sanctions list](#). (See # 3 below for further instructions).
- b. Notify both your department and Virginia Hosono, Director for Study Abroad and International Travel, as early in the planning process as possible to ensure you follow all departmental and UofL policies.
- c. Ensure all required documentation is received in the International Center for all travelers on the trip 30 days prior to departure. Forms and instructions are found here: <http://louisville.edu/studyabroad/resources/group-trips> .
- d. Meet with students 2-3 times, including at least one detailed, mandatory orientation session.
- e. If this trip is for credit, work with your departmental contact to ensure all students are enrolled.
- f. Read the University's [International Travel Crisis Management Protocol](#)
- g. Other duties as required by your department/college/unit. This list provides an overview only.

ii. **During the trip:**

- a. The Faculty lead is an active role. They should oversee all aspects of the students' academic, health, and safety while abroad.
- b. Be near and available to students 24/7.
- c. Follow procedure outlined in #2 in case of emergency. Faculty lead(s) may be held liable if the procedure is not followed.
- d. Other duties as necessary. This list provides an overview only.

2. What should I do in case of emergency abroad?

The [International Travel Crisis Management Protocol](#) includes detailed information on how situations should be handled. It also details what is an emergency and what is not. Faculty leads should read and follow the policy, which includes:

- a. Contact iNext on behalf of a student in cases of medical and mental health emergencies.
- b. Contact the University.

The fastest way to inform the university is to call DPS +011-1-502-852-6111. Then, email [Virginia](#) cc: fasit@louisville.edu and your department chair/contact(s).

- c. If the emergency situation involves a student, a faculty/staff lead or other designated responsible party must stay with the student.

3. What should I do when the country is on the [Travel Warning list](#), [CDC Level 2 & 3 Travel Alert list](#), or [Sanctions list](#)?

- a. **CDC Level 3 countries-** Per university policy, students are prohibited from traveling to CDC Level 3 countries.
- b. **Travel Warning or CDC Level 2 countries-** Additional documentation is needed. Contact the OSAIT as soon as you know you are traveling to the country.
- c. **Sanctions list countries-** Contact [Will Metcalf](#) as soon as possible to see if you need a license.

4. What happens if my group leaves without Provost approval?

Most importantly, it is university policy for all travelers to file international travel forms. Additionally, if an emergency situation were to arise, the faculty/staff lead(s) may not be covered by worker's compensation or the university's liability insurance. In the case of students, they may not have the necessary international travel insurance, and the lead could be held liable for any student emergency. Lastly, the group leader may not be reimbursed for expenses.

Who should I contact?

[Rebecca Dixon:](#)

Forms

General procedures

General status questions

CDC Level 2 questions

[Melissa Lee:](#)

iNext insurance registration questions

[Virginia Hosono:](#)

Travel Warning/ CDC Level 3 Countries

Group trip planning resources

Emergencies while abroad

[Debbie Saylor, Controller's Office:](#)

Reimbursements

T&E module in PeopleSoft

[Will Metcalf, Director of Export and Secure Research Compliance](#)

Travel to U.S. Department of Treasury Sanctions List Countries

[Study Abroad Service Account](#)

Students who are unsure if their experience qualifies as study abroad

Still have questions? Send us an email or call our front desk at 852-0374!